

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 10-206

AIR FORCE RESERVE COMMAND

Supplement 1

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Operations

OPERATIONAL REPORTING

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The OPR for this supplement is HQ AFRC/DOCR (MSgt James Scott). This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-206, dated 30 May 2003. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)". This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction and identifies events and circumstances which senior leaders have determined must be reported to HQ AFRC. Upon receipt of this integrated supplement discard the Air Force basic publication. This supplement supersedes AFMAN 10-206/AFRC SUP1, 14 August 1998.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates telephone numbers and office designations. References to paragraphs, figures, and tables contained within the basic publication have been updated. Unit commanders have been given the flexibility to report HOMELINE incidents not specified in the reporting matrix. A requirement to include rule numbers in voice and record copy reports has been added. A requirement to brief OPREP-3 requirements has been added. Acronyms used in the previous edition of this supplement have been spelled out fully to eliminate misinterpretation. Ground incidents and fire mishap cost criteria have been increased to between \$5,000 and less than \$50,000. The requirement to report certain engine failures has been added to the HOMELINE matrix (**Attachment 4 (Added)**). An attachment has been added to explain exercise and deployment reporting procedures (**Attachment 5 (Added)**). Guidance on DMS addressing has been added in **Attachment 6 (Added)**. A requirement has been added to report Reserve personnel deaths as a HOMELINE if the incident does not meet BEELINE criteria (**Attachment 7 (Added)**). A new requirement has been included to report any inspection resulting in the rating of MARGINAL (**Attachment 8 (Added)**). A new requirement has been added to the HOMELINE matrix for units to report the arrival or planned arrival of Distinguished Visitor Code 3 or higher (**Attachment 9 (Added)**). The requirement to report certain environmental releases was added to the HOMELINE matrix (**Attachment 10 (Added)**).

and environmental incident criteria were clarified. Chapter 4, (**Attachment 11 (Added)**) describes AFRC-specific SITREP reporting procedures.

1.3. Command Reporting Responsibilities. AFRC wing and associate unit commanders will ensure immediate submission of OPREP-3 reports for all significant events/incidents, actual or probable, of a military or political nature which involve or may involve any AFRC activity or personnel. All units will voice notify the AFRC command center when they become aware of an incident involving their resources where the OPREP is not submitted by an AFRC unit. Where a host command post submits the report,

AFRC tenant units will ensure the host includes the appropriate addressees IAW AFI 10-206 as supplemented.

1.3.2. Where the host-tenant agreement or Memorandum of Agreement specifies that tenant reporting will be done through the host command post, AFRC tenant units will identify AFRC-unique operational reporting requirements to the host in that agreement. AFRC units will also ensure the host has current contact numbers and DMS addresses for both the AFRC tenant unit and AFRC Command Center and that host checklists include notifying the unit and the AFRC Command Center when AFRC resources are involved. The AFRC unit must ensure addressees listed in paragraphs 3.3.11.9.1 and 3.3.11.9.2 are included.

1.3.7. Aircrews whose aircraft is under operational control (OPCON) of AFRC will report through AFRC channels. Aircrews whose aircraft has changed operational control (“chopped”) to another command will comply with the reporting requirements of that command but will ensure HQ AFRC Command Center is an information addressee on all OPREPS involving AFRC resources.

1.4.4. (Added) Requests for clarification of operational reporting requirements should be e-mailed to HQ AFRC DOCR.

3.1.1. (Added) This supplement identifies events/incidents/circumstances which AFRC senior leaders have determined to be reportable to the headquarters via the AFRC Command Center. Because the OPREP-3 may be the first indication of events or incidents requiring immediate responses or actions by AFRC senior leadership, the necessity for promptly submitting these reports cannot be overemphasized. Therefore, the guideline for commanders when determining whether or not to report an event or incident is “The HQ AFRC/CC and CV will want to hear about it through AFRC command and control channels FIRST– report it!” Contact the AFRC Command Center for assistance whenever a situation arises that does not clearly fit the reporting criteria.

3.3.12.1. (Added) Fuel Spill (See Table 3.3, Rule 2K). Include HQ AFRC/CEV as an information addressee on all incidents involving release of POL. **Attachment 10 (Added)** lists information to include in OPREPs involving spills or releases.

3.3.12.2. (Added) Off-DZ Airdrop Incident Reporting. (See Table 3.3, Rule 1L) An Off-DZ Airdrop incident is an OPREP-3 BEELINE (OPREP-3B) reportable incident when the criteria contained in AFI 10-206 are met.

3.3.12.2.1. (Added) **Attachment 2 (Added)** contains specific reporting requirements for Off-DZ Airdrops. Units without airdrop expertise may contact HQ AFRC/DOOM through the AFRC Command Center for clarification on items listed in **Attachment 2 (Added)**.

3.3.12.2.2. (Added) Timely collection and reporting of the facts (prior to the crew entering rest, if possible) is critical. Although additional investigation of Off-DZ Airdrop incidents may be necessary to determine all the facts, do not delay initial reporting to obtain details; they can be sent in supplemental reports.

3.3.12.2.3. (Added) In addition, refer to AFJI 13-210, Chapter 5, for further reporting guidance for Off-DZ incidents.

3.3.12.3. (Added) Hurricane Evacuation (HURREVAC). (See Table 3.3, Rule 1D) A minimum of three OPREP-3 BEELINE reports are required for aircraft evacuation. When reporting aircraft evacuation information via OPREP-3 BEELINE, begin with the decision to evacuate and continue through return to home station. Submit changes as updates occur. Do not submit a final report until all aircraft have returned to home station. Reports must be sent:

3.3.12.3.1. (Added) When a hurricane/typhoon condition is declared.

3.3.12.3.2. (Added) When the evacuation stage is set (planned or actual). Report aircraft disposition plan for all assigned and transient aircraft, e.g., deployed, evacuated, hangared, tied down, or in depot maintenance. Include refuge base(s), ETD of first and last evacuating aircraft, ETA at refuge base(s) of first and last evacuating aircraft.

3.3.12.3.3. (Added) Upon return to home base.

3.3.12.3.4. (Added) Units contact AFRC Air Operations Branch (DOOM) through the AFRC Command Center for HURREVAC airlift support requests. AFRC Command Center and HQ AFRC/DOOM can provide airlift redeployment assistance to AFRC flying units when requested. Use the guidance provided in the basic reporting manual to indicate what type support is needed.

3.3.12.4. (Added) (See Table 3.3, Rule 6A) AFRC bases do not use NEXRAD weather surveillance radar; no outage report required.

3.3.13. Air Force Reserve Command OPREP-3 HOMELINE report requirements appear below. Events and incidents are HOMELINE reportable if they meet the criteria listed in [Attachment 4 \(Added\)](#), or if the commander determines they should be reported to HQ AFRC.

3.3.13.1. (Added) Subject and Purpose. Provides specific reporting instructions, report content, and sample reports for the OPREP-3 HOMELINE.

3.3.13.2. (Added) Use the flagword HOMELINE to identify events or incidents of interest only to HQ AFRC.

3.3.13.3. (Added) The report is submitted through, and normally remains within, Air Force Reserve Command channels; however, other addressees outside AFRC channels may be added as appropriate.

3.3.13.4. (Added) Reporting an incident that seemed significant at the time, but later is deemed insignificant, will not be criticized. When a reported event/incident is subsequently determined not to have been OPREP-3 reportable, the reporting units will notify all previous addressees that the event/incident has been determined not to meet OPREP-3 reporting criteria.

3.3.13.5. (Added) Submit HOMELINE reports to the AFRC Command Center (HQ AFRC/DOCC). Initiate HOMELINE reports as soon as the event or incident becomes known. Do not delay the report to gain additional information.

3.3.13.6. (Added) Precedence. Use IMMEDIATE precedence for voice and record reports; however, FLASH may be used if the situation warrants. Submit HOMELINES by the most rapid means available which provides the necessary security protection. DMS is the primary means of submitting record copy OPREP reports. Normal e-mail is the backup means. If a unit's DMS and e-mail are non-operational, units should notify the AFRC Command Center for further guidance concerning record copy submission.

3.3.13.7. (Added) OPREP-3 HOMELINE reports must contain a rule reference number from the OPREP-3 HOMELINE Matrix (example: “HOMELINE Rule Number 1D used” or “HOMELINE Rule Number 14L used”).

3.3.13.8. (Added) Submit voice reports to:

3.3.13.8.1. (Added) AFRC Command Center, DSN 497-0680, commercial (478) 327-0680, or Toll Free 1-800-223-1784, extension 7-0680. The AFRC Command Center will initiate the voice report to the gaining MAJCOM (as appropriate). Units reporting through NORAD channels will ensure the AFRC Command Center is included in the conference.

3.3.13.8.2. (Added) Wing and NAF (as applicable).

3.3.13.9. (Added) Submit record reports to:

3.3.13.9.1. (Added) Action: HQ AFRC/DOCC.

3.3.13.9.2. (Added) Info: NAF/DO/DOOC/CP, Parent Wing/DO/CP, gaining MAJCOM as required, HQ AFMC WRIGHT PATTERSON AFB OH//SEW// (for aircraft related incidents only), others as appropriate. Note: Refer to **Attachment 6 (Added)** for information regarding DMS addressing.

3.3.13.9.3. (Added) For AFRC OPREP-3 HOMELINEs only: Units will NOT address HQ USAF/RE on the record report. HQ AFRC/DOCC notifies HQ USAF/RE via other channels.

3.3.13.10. (Added) Sample Reports:

3.3.13.10.1. (Added) Voice Reports. See **Attachment 4 (Added)** of this supplement.

3.3.13.10.2. (Added) Record Reports. Follow reporting guidance provided in AFP 10-709, Volume I CD, *Joint User Handbook for Message Text Formats (JUH-MTF)*, and AFI 10-206, *Operational Reporting*.

3.3.13.11. (Added) In addition to the OPREP-3 HOMELINE report, certain events/incidents may generate a requirement to submit other types of reports. The submission of an OPREP-3 HOMELINE does not alleviate this requirement. In addition, submit an OPREP-3 HOMELINE if the event/incident meets HOMELINE reporting criteria, regardless of whether the event/incident has or will be reported through other channels using other types of reporting.

3.4.2. (Added) The senior Air Reserve Technician of each command post will ensure OPREP-3 reporting requirements/criteria are briefed to lateral agencies (e.g., security forces, maintenance, operations) to be sure that all events and incidents are immediately brought to the attention of the command post. The fact that an OPREP-3 reportable event or incident has been or will be reported via other channels (e.g., Serious Incident Reports) does not eliminate the requirement for an OPREP-3 report.

3.4.3. (Added) Where AFRC is the host, the AFRC command post is responsible for familiarizing other base agencies (such as security forces, flying, maintenance, and aerial port squadrons), tenant units, and the unit commanders and staff regarding OPREP-3 reporting requirements. Where AFRC is a tenant, the AFRC command post will familiarize other AFRC agencies regarding reporting requirements.

3.5.1.1.1. (Added) Submit all OPREP-3 HOMELINE, BEELINE, and PINNACLE voice reports through HQ AFRC Command Center. Use DSN as the primary method for voice reports; use alternate methods as needed. The AFRC Command Center will conference NMCC, AFOC, NAF, and other MAJCOMS, as required. In the event AFRC Command Center is communication-out, units will voice their BEELINE and PINNACLE reports directly to AFOC, DSN 227-6103, commercial (703) 697-6103, or NMCC, DSN

227-6340, commercial (703) 697-6340, as appropriate. Units will telephonically back-brief AFRC Command Center and NAF as soon as possible.

Table 3.5. (Added) AFRC Command Center Contact Numbers.

	DSN	Commercial	Toll Free	DSN-Fax
Non-secure	497-0680/81/82	(478) 327-0680	800-223-1784 ext 7-0680	497-0200
STE	497-1201	(478) 327-1201	N/A	497-1201

3.5.1.1.2. (Added) OPREP-3 BEELINE and PINNACLE reports will include HQ AFRC/DOCC, appropriate NAF/DO/DOOC, parent wing/CP, and gaining command/advisory unit/DO/DOC as information addressees

3.7.1. (Added) Units will maintain a separate OPREP log and numbering system for each type of report (i.e. HOMELINEs will be numbered separately from BEELINEs and PINNACLEs). OPREP numbering systems will be maintained on a calendar year basis. For example, the first OPREP-3 HOMELINE for calendar year 2003 will be assigned 001, second 002, third 003, etc. Each type or category of OPREP-3 (HOMELINE, BEELINE, PINNACLE, etc.) will begin with 001, and so on. Follow-up reports will contain a sequential alphabetical character. For example, a follow up report to the first HOMELINE for calendar year 2003 would read 001A, 001B, 001C, and so on.

3.10.1. (Added) When requested by AFRC Command Center, provide personal data (names, SSNs, etc.) on personnel involved in events/incidents (voice only).

3.14. **The OPREP-3 Reports Matrix.** Use **Attachment 4 (Added)** to assist in determining HOMELINE reportable events/incidents.

4.6.3. The Air Force National Security Emergency Preparedness (AFNSEP) Division, Ft McPherson, GA, issues USAF mission designators to authorize Civil Air Patrol missions and validate USAF unit assistance to civil agencies during natural or man-made disasters. USAF mission designators are assigned consecutively at the start of each fiscal year. For example, the first mission designator in FY01 would be MD-1-01, the second would be MD-2-01, etc. The first in FY02 would be MD-1-02. During duty hours the AFNSEP Division can be contacted at DSN 367-4342/commercial 404-464-4342. After duty hours, those requesting mission designators should contact the Forces Command watch officer, at DSN 367-5222/commercial 404-464-5222, who will patch the caller through to the AFNSEP duty officer.

Attachment 2 (Added)**OPREP-3 BEELINE OFF-DROP ZONE (DZ) INFORMATIONAL REQUIREMENTS**

A2.1. (Added) DATE/TIME of the drop.

A2.2. (Added) Involved units (flying, supporting, and unit dropped). Include name of exercise or operation, if applicable.

A2.3. (Added) Name, location (coordinates), dimension of DZ, and location of point of impact.

A2.4. (Added) Number and type of aircraft involved (indicate where in formation incident aircraft was flying).

A2.5. (Added) Drop procedures used. Example: Visual, Station Keeping Equipment (SKE), Adverse Weather Aerial Delivery System (AWADS), High Altitude Low Opening (HALO), Container Delivery System (CDS), Heavy Equipment (HVY EQ), Drop Altitude (AGL), type of chute, and if Jump-Master-Directed.

A2.6. (Added) Weather (winds, at altitude and surface, ceiling, visibility, special conditions, as applicable).

A2.7. (Added) Number of total jumpers/platforms: (1) OFF-DZ, (2) total onboard incident aircraft, and (3) in formation.

A2.8. (Added) Injuries.

A2.9. (Added) Any damage to dropped equipment.

A2.10. (Added) Collateral damage.

A2.11. (Added) Run-in heading and jumper/load landing location in relation to the Point of Impact (PI), the DZ and to the Reservation (for example, 900 yards at 3 o'clock from the PI, 200 yards off the DZ, on the Reservation).

A2.12. (Added) Reason for the OFF-DZ Airdrop.

A2.13. (Added) Narrative detailing sequence of events leading up to, during, and after the OFF-DZ incident.

A2.14. (Added) Name and phone number of POC.

Attachment 3 (Added)

OPREP-3 HOMELINE VOICE TEMPLATE

This is (rank and name) from (location) with an OPREP-3 HOMELINE REPORT

(NOTE: When report is an exercise report, include the word “exercise.”)

SUBJECT:

IMMEDIATE PRECEDENCE

Classification of this report is: TOP SECRET, SECRET, CONFIDENTIAL, UNCLASSIFIED (Circle One)

Line 1. (REPORT NUMBER) (Report number assigned to this report.)

Line 2. (INCIDENT) (Type of incident, DTG of incident, time of report, and location of incident.)

Line 3. (NARRATIVE) (State if report is FINAL or if there will be follow-on reporting. Also, include HOMELINE rule number.)

Attachment 4 (Added)

OPREP-3 HOMELINE REPORTABLE EVENTS AND INCIDENTS MATRIX

A4.1. (Added) Situations listed below are causes for submitting an OPREP-3 HOMELINE. This list is included as a broad guideline, and is not all-inclusive. Whenever an incident occurs that may be of potential interest to the AFRC commander but is not covered in this listing, contact the AFRC Command Center for guidance.

A4.2. (Added) Incidents that may result in unusual interest by news media require OPREP-3 BEELINE or PINNACLE reporting.

Table A4.1. (Added) AFRC OPREP-3 HOMELINE Matrix.

Rule	Description
1	Aircraft
1A	All aircraft mishaps, ground or in-flight, involving AFRC-controlled aircraft, aero club aircraft, or aircraft transiting AFRC bases that cause serious personal injury or damage to civilian or military property and do not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE. NOTE: If the incident involves non-AFRC assets, ensure the resource's MAJCOM is included on voice and hardcopy reports.
1B	Any airdrop malfunction that results in damage to AF equipment and does not meet BEELINE criteria.
1C	Off drop-zone/station/reservation drops that do not meet BEELINE criteria. NOTE: See Attachment 2 (Added) for additional reporting requirements.
1D	Dropped object or cargo jettisoning. An object dropped from an AFRC aircraft that may cause property damage or local interest, but does not meet BEELINE reporting criteria.
1E	Bird strikes or lightning strikes that result in any damage to aircraft or any injury to aircrew. NOTE: Bird Condition and estimated dollar amount will be included in the initial voice and hard copy report. If not known, report the information in follow-up reports.
1F	FORCED or PRECAUTIONARY landings requiring aircraft to remain off a DoD installation overnight and forced or precautionary landings on civilian property where no pre-arranged landing rights exist. Reports must include how security of the aircraft will be accomplished. (Landings at pre-surveyed remote helicopter landing areas do not require reports unless the aircraft remains overnight or meets other criteria such as requiring a safety report.)
1G	All FORCED or PRECAUTIONARY landings with DV personnel aboard.
1H	Landings involving property damage.

Rule	Description
1I	Engine Failures: All events involving two or more engines on multi-engine aircraft and single engine failures on multi-engine fighter aircraft will be reported. Single engine failures on aircraft with three or more engines need not be reported.
2	Ground Events or Incidents
2A	A ground mishap that results in fatal or serious injury to a military or civilian member of AFRC or to an individual of any unit on an AFRC-host installation, or results in damage to military property of \$5,000 or more, but less than \$50,000. Ensure incident does not meet BEELINE reporting requirements.
2B	Fires which cause serious personal injuries or damage/loss to military facilities or equipment is \$5,000 or more, but less than \$50,000.
2C	Any loss, theft, spillage or release of fuel, chemical or biological elements or agents that could affect human health, threaten to damage or endanger any location or facility, or threaten to contaminate the environment, and does not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE. This includes a POL release of at least 10 gallons, or any spill that is reported to Federal agencies. Include AFRC/CEV as an information addressee. NOTE: A release or spill is applicable to any substance such as petroleum, oil, lubricant (POL), sewage, gases, vapors, hazardous material, hazardous waste, medical waste, etc. Individual chemicals are listed on the Hazardous Substance list in 40 CFR 302.4 and the Extremely Hazardous Substance list in 40 CFR 355.40. Other environmental requirements for reporting releases and spill notifications are contained in the base HAZMAT Emergency Planning & Response Plans.
2D	All AFRC units will submit an AFRC OPREP-3 HOMELINE report any time a Notice Of Warning, Notice of Violation, Enforcement Action, or any environmental adverse actions are received from OSHA, EPA, or State regulators. THE REPORT WILL BE SUBMITTED WITHOUT DELAY.
2E	Any unscheduled runway closure expected to exceed four hours, regardless of cause.
3	Miscellaneous Events or Incidents
3A	Any incident which, although not fitting the specific criteria, falls within the broad guidelines established by AFMAN 10-206, <i>Operational Reporting</i> , and which the unit commander determines could be of interest to the AFRC Commander.
3B	Report any inspection findings resulting in the rating of: "Marginal", "Compliance with Comments", "Mission Ready with Exception". NOTE: See Attachment 13 for additional reporting requirements.
4	Communications, Computer, or Electrical Events
4A	Commercial power outage that causes a complete work stoppage or significant slowdown in production.

Rule	Description
4B	Unscheduled computer outages or shutdowns that have a significant impact on production.
4C	Unscheduled outages of Air Traffic Control and Landing Systems (ATCALS) which result in degradation or loss of capability for the base flying mission.
5	Terrorist or Hostile Events
5A	Bomb threats resulting in significant work stoppage or degradation of an operational mission, or multiple threats occurring within a short period of time. In the case of multiple threats, a consolidated report may be submitted. NOTE: When an explosive device is found and (or) an explosion occurs, submit an OPREP-3 BEELINE.
6	Civil Disturbance
6A	Potential or actual work stoppage or strikes involving on-base civilian contractors. NOTE: Strikes against or on AFRC bases that may cause national news coverage will be reported as OPREP-3 PINNACLE.
7	Criminal Activity
7A	Theft of government property valued in excess of \$5,000 up to \$10,000.
7B	Loss or theft of firearms or ammunition under control of AFRC or under the control of any unit on an AFRC-host installation.
7C	Serious criminal acts resulting in damage to Air Force property, sex crimes, robberies, or arson; potential incidents or demonstrations; and other incidents/encounters which might be of interest to the AFRC Commander and which do not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE.
8	Injury or Death
8A	Report the death of a Reservist as a HOMELINE if it does not meet OPREP-3 BEELINE criteria. NOTE: See Attachment 12 for additional reporting requirements.
9	Personnel Incidents
9A	Situations or incidents involving a DV Code 6 or higher that could be embarrassing to the Command. (See DOD <i>Flight Information Publication – General Planning</i> for a list of VIP codes)
9B	Drug and alcohol abuse incidents which, in the judgment of the commander, may result in adverse media coverage or significant mission impact and which do not meet OPREP-3 BEELINE reporting criteria.

Rule	Description
9C	<p>A “minor” or “serious” equal opportunity and treatment (EOT) incident (formerly called “human relations incident”), as defined in AFI 36-2706, <i>Military Equal Opportunity and Treatment Program</i>.</p> <p>NOTE: An EOT incident, as defined in AFI 36-2706, is an overt act, occurring on or off base, directed toward an individual, group, or institution which is motivated by or has overtones based on color, national origin, religion, race, religion, or sex.</p>
9D	<p>Submit report when it becomes known that a DV Code 3 or higher will visit or transit an AFRC installation. Units tenanted on non-AFRC installations will submit an OPREP-3 HOMELINE when it becomes known that a DV Code 3 or higher will visit their particular unit.</p>

Attachment 5 (Added)**AFRC EXERCISE/DEPLOYMENT REPORTING PROCEDURES**

A5.1. (Added) AFRC Form 147, Master Exercise/Mission Activity Report. AFRC Form 147 reports are required for all deployments which meet the criteria for DRB approval, or those submitted as DRB mandatory information items according to criteria in AFRCI 11-201. The form is used to collect data for command and control, briefings, and historical purposes. It provides a standard reporting format to minimize confusion and allow for rapid transfer of information to the AFRC Command Center. The mission commander/detachment commander is responsible for ensuring required AFRC Form 147 series data is reported.

A5.1.1. (Added) Initial (Pre-deployment) AFRC Form 147 Reporting. Initial AFRC Form 147 data is reported to HQ AFRC/DOOX at least 2 weeks prior to deployment. Initial reports contain at a minimum:

A5.1.1.1. (Added) Deployment or exercise name

A5.1.1.2. (Added) Unit participating

A5.1.1.3. (Added) Number and type of aircraft

A5.1.1.4. (Added) Deployment location

A5.1.1.5. (Added) Inclusive dates

A5.1.1.6. (Added) Mission commander and phone number

A5.1.1.7. (Added) Number of officers and enlisted persons expected to deploy

A5.1.1.8. (Added) Deployment objective

A5.1.1.9. (Added) The type of reporting media used during the deployment is determined between the mission commander and AFRC Command Center (Example: DMS, fax, telephone, etc.). The mission commander may elect to report via support agency's situation reports (SITREPs). If this option is used, the required AFRC Form 147 data will be included as a separate entry.

A5.1.2. (Added) Deployed Reporting. Upon arrival at the deployment location, the mission commander will call the AFRC Command Center with POC phone numbers and any master AFRC Form 147 data that has changed since the initial predeployment report (see 1.a. above). The mission commander will ensure that the appropriate AFRC Form 147 daily activity report is submitted to the AFRC Command Center. If "missions flown" is less than "missions scheduled," reasons for the canceled flight(s) (ground abort, airspace not available, etc.) will also be included in the remarks section. The daily report will be sent in a timely manner after the conclusion of each day's flying activity. Scheduled no-fly days may be reported on the previous day's report (Example: 22 February report could contain a remark stating no flying scheduled on 23 and 24 February).

A5.1.3. (Added) Redeployment Reporting. Within one week after redeployment, the mission commander will contact the AFRC Command Center and provides the following information:

A5.1.3.1. (Added) Total deployment hours.

A5.1.3.2. (Added) Total employment hours.

A5.1.3.3. (Added) Total redeployment hours.

A5.2. (Added) AFRC Form 147 Series. Collects exercise data to include exercise name, unit reporting, type of aircraft, inclusive dates, deployed locations, number of aircraft, number of personnel (officers/enlisted), flying hours, mission commander/contact information, and any problem areas or significant items. The Form 147 is further subdivided by the following mission areas:

A5.2.1. (Added) AFRC Form 147, **Master Exercise/Mission Activity Report.**

A5.2.2. (Added) AFRC Form 147a, **Fighter/Bomber Exercise Activity Report.**

A5.2.3. (Added) AFRC Form 147b, **Airlift Exercise/Joint Airborne Activity Report.**

A5.2.4. (Added) AFRC Form 147c, **Tanker Exercise Activity Report.**

A5.2.5. (Added) AFRC Form 147d, **Spray Mission Activity Report.**

A5.2.6. (Added) AFRC Form 147e, **MAFFS Mission Activity Report.**

A5.2.7. (Added) AFRC Form 147f, **Rescue Mission Activity Report.**

Attachment 6 (Added)**DEFENSE MESSAGING SYSTEM (DMS) ADDRESSING**

A6.1. (Added) Units are encouraged to visit the HQ AFRC/DOCR website for guidance and tools relating to DMS addressing.

A6.2. (Added) The reason for delivering this information via the worldwide web is because of the dynamics of the Directory Browser and DMS addresses. Suggestions for improvement of the DMS website can be e-mailed to <mailto:afrc.docr@afrc.af.mil>.

A6.3. (Added) Defense Messaging System (DMS) as the primary system for all AFRC command posts when submitting all non-tactical, organizational, GENSER messages, including operational reports (OPREPS).

Attachment 7 (Added)**REPORTING REQUIREMENTS FOR RESERVE PERSONNEL DEATHS**

A7.1. (Added) Report the death of a Reservist as an OPREP-3 HOMELINE if it does not meet BEELINE criteria established in this instruction. The following information should be included in this report. The initial report should contain as much information as known, with follow-on reports containing the remainder:

A7.1.1. (Added) Rank of Individual.

A7.1.2. (Added) Unit, organization, and category of participation of the individual (i.e. traditional, ART, IMA).

A7.1.3. (Added) Status of individual at the time of death (i.e. on inactive duty training, not in status, etc.).

A7.1.4. (Added) Date, time, and location of incident.

A7.1.5. (Added) Details (Do not delay initial report, but try to obtain the following details as time permits and include in follow-on reports: marital status, age, number of dependents, residence (on or off base), pending legal actions (e.g., under investigation, etc.), receiving medical treatment (Y/N), next of kin notified (Y/N).

A7.1.6. (Added) DO NOT place individuals name or Social Security Number within the OPREP report. However units must be prepared to give this information as needed by Higher Headquarters, via other means.

Attachment 8 (Added)**MARGINAL INSPECTION FINDINGS**

A8.1. (Added) Report any inspection findings resulting in the rating of "Marginal", "Compliance with Comments", or "Mission Ready with Exception" as an OPREP-3 HOMELINE. Include the following information:

A8.1.1. (Added) Unit being inspected

A8.1.2. (Added) Type of inspection

A8.1.3. (Added) Command performing inspection

A8.1.4. (Added) Conclusive dates of inspection

A8.1.5. (Added) Major deficiencies leading to the MARGINAL rating

Attachment 9 (Added)**DISTINGUISHED VISITOR CODE 3 OR HIGHER REPORTING REQUIREMENTS**

A9.1. (Added) AFRC host units will submit an initial OPREP-3 HOMELINE when it becomes known that a DV Code 3 or higher will visit or transit their station. Units tenanted on non-AFRC installations will submit an OPREP-3 HOMELINE when it becomes known that a DV Code 3 or higher will visit their particular unit. Units can refer to the *DOD Flight Information Publication, General Planning*, paragraph 4-3, for a list of DV codes and associated definitions. As a minimum, units will include the following information in the report:

A9.1.1. (Added) DV Code.

A9.1.2. (Added) Estimated date of arrival.

A9.1.3. (Added) Estimated date of departure.

A9.1.4. (Added) Purpose of visit.

A9.1.5. (Added) Unit point of contact (include rank, name, office, and DSN).

A9.1.6. (Added) Any other pertinent information a unit commander deems necessary.

A9.2. (Added) Units will submit follow up reports as changes in itinerary occur (i.e. visit cancelled, significant delays in arrival or departure, etc.).

A9.3. (Added) All AFRC units reporting the movement of DV Code 3 or higher will submit reports using NIPRNET.

Attachment 10 (Added)**ENVIRONMENTAL RELEASE OR SPILL REPORTING**

A10.1. (Added) Include the following information in any OPREP-3 report submitted regarding environmental release/spill notification:

A10.1.1. (Added) Date and approximate time of release.

A10.1.2. (Added) Location of release.

A10.1.3. (Added) Chemical description or common name of released hazardous material(s).

A10.1.4. (Added) Approximate amount(s) released, and.

A10.1.5. (Added) Primary, situation-specific reason for notifying MAJCOM, e.g., contaminant entered public drinking water supply, or media coverage anticipated.

A10.1.6. (Added) Rule number for incident.

A10.2. (Added) Do not delay initial reporting to include the above information; submit in follow-on reports as data becomes available.

Attachment 11 (Added)**AFRC SITUATIONAL REPORTING (SITREP)****PART 1. Procedures**

All Unit and NAF CATs and ARPC are to use the WEB based SITREP for proper submission. **All changes in BOLD.**

1. As much as possible, all requests for up-channel communications from units will be incorporated within the daily unit, NAF, AFRC SITREPs. Direct all questions to your next higher headquarters.
2. For units, when completing a SITREP, enter data only if applicable to your unit.
3. For NAFs, when completing a SITREP, enter data only if applicable to your NAF's units.
4. When unit identifies shortfalls/LIMFACs, NAFS will provide a statement as to actions taken or to be taken to resolve the shortfall/LIMFAC. If shortfalls/LIMFACs are beyond NAF capabilities to resolve then enter a statement that requests HQ AFRC assistance.
5. SITREPs will be transmitted via the HQ AFRC SIPRNET WEB site.
6. The term "NSTR" will be used for fields that there is "nothing significant to report".
7. Timeline: See Classified Web Site
8. Units outside of the AFRC network use this URL:
9. To view AFRC daily DAT Briefings and SITREP reports log into a GCCS machines at: see Classified Web Site; then click on SITREP Briefing.
10. These procedures have been approved by HQ AFRC/CV for immediate implementation.

PART 2. Sample SITREP

SAMPLE IS UNCLASSIFIED

UNCLASSIFIED

SECRET JOPREP JIFFY

OPER/XXXX//

MSGID/SITREP/XXXX CAT/XXX/1 OCT 02//

REF/A/AFM 10-206//

REF/B/JOINT PUB 1-03.8//

PERID/XX0001Z/TO: XX2359Z/

GENTEXT/GENERAL//

1. (U) THIS MESSAGE PROVIDES AFRC ACTIVITY SUMMARY FOR TODAY. THIS DATA REFLECTS CURRENT TASKINGS//

GENTEXT/SITUATION//

2. (U) NSTR

GENTEXT/SECURITY FORCES/MOBILIZATION INFORMATION//

3. (U) NSTR

GENTEXT/OPERATIONS//

4. (U) NSTR

GENTEXT/INTELLIGENCE/RECONNAISSANCE//

5. (U) NSTR

GENTEXT/LOGISTICS//

6. (U) NSTR

GENTEXT/SERVICES//

7. (U) NSTR

GENTEXT/CIVIL ENGINEERING//

8. (U) NSTR

GENTEXT/COMMUNICATIONS AND CONNECTIVITY//

9. (U) NSTR

GENTEXT/PERSONNEL//

10. (U) NSTR

GENTEXT/SIGNIFICANT POLITICAL/MILITARY/DIPLOMATIC EVENTS//

11. (U) NSTR

GENTEXT/MEDICAL//

12. (U) NSTR

GENTEXT/FINANCIAL MANAGEMENT// (HQ AFRC ONLY)

13(U) NSTR

NOTE: 13 AND 14 BELOW RENUMBER TO 14 AND 15 RESPECTIVELY FOR HQ SITREP ONLY

GENTEXT/COMMANDERS EVALUATION//

13. (U) NSTR

GENTEXT/INFORMATION MANAGEMENT//

14. (U) NSTR

AFRC SITREP//

CL REASON: 1.5(A)//

DECL 2 OCT 2012//

UNCLASSIFIED

END SAMPLE

VIEW CLASSIFIED WEB SITE FOR CURRENT CONTENT REQUIREMENTS

PART 3. Guidance for Web Based SITREP

1. Units, NAFs and HQ will retain an electronic and hard copy of their daily SITREP.
2. Download a copy of the Web Base SITREP instructions from the Web Based SITREP site for you use. Read them in their entirety.
3. Data fidelity is the key factor in preparation of your unit's daily SITREP. Ensure that all inputs are correct and verified prior to updating the data. Periodically check your hard copy printout with the data displayed on the Web Based SITREP screens. Comments should be carefully checked and removed when no longer applicable. NAFs and HQ AFRC have limited capability to update/change data.
4. Internet Explorer or Netscape browsers should be used to access the Web Based SITREP. Margins for printing on either browser should be set to 0.3" both left and right.
5. Clear old data by changing the settings on your browser as indicated below, this would preclude mistakes from entering your data:

Select from Internet Explorer Menu at top of page:

- a. Tools
- b. Internet Options
- c. Temporary Internet Files Section Click "Settings"
- d. Select "Every visit to the Page"
- e. Click "OK"
- f. Click "Delete" Button – the one next to the "settings" button on Temporary Internet Files section
- g. Click "OK" – do NOT select any options – just click on "OK"
- h. Click "OK" to close menu

Select from Netscape Menu at top of page:

- a. Edit
 - b. Preferences
 - c. At bottom of Category List click the + next to "Advanced"
 - d. Under Advanced select "Cache"
 - e. Click "clear Memory Cache" Button (Click OK)
 - f. Click "Clear Disk Cache" Button (Click OK)
 - g. At Bottom of Dialog box option "Document in cache is compared to document on network"
Select "EVERYTIME"
 - h. Click "OK"
6. To begin the process of updating your SITREP data on the Web BASED SITREP:
 - a. Log on to a SIPRNET terminal
 - b. Open Internet Explorer, type in SITREP (no .www) hit return
 - c. Click on "Update SITREP" Button
 - d. Click on "SITUATION" or DESIRED SECTION
 - e. Select your unit. Your Password is XXXXXXXXX
(8 CHARACTERS AND IT IS CASE SENSITIVE)
 - f. Follow instructions
 - g. Populate your data in the Web Based SITREP and get familiar with its use.
 7. Data is automatically updated when you hit the "Update" button. Report is indicated complete when you go to the "SITREP Status" button, click on the "Complete" box, enter your SITREP number and click on the "Update Report" Status button. Your SITREP will now indicate "Complete" to the next higher level of command. You can hit the "Generate SITREP" button as often as you'd like, it only generates a SITREP for your use.
 8. Updating your data on a generated SITREP page does not update data within the application. You must update data within the application to have it update for your unit. If you get an error message, normally it is because individuals hit a button at the same moment. Simply click on the "Refresh" button at the top of the screen.
 9. Your data rolls over each day. If you have no updates for today, simply go to the "SITREP status" button, click on the "Complete" box, enter your SITREP number and click on the "Update Report Status" button. Your SITREP will now indicate "Complete:" to the next higher level of command.
 10. Comments on the Web Based SITREP should be forwarded via SIPRNET e-mail to the "AFRC CAT SC". Functional issues will be coordinated with HQ AFRC directorates and changes made only with directorate concurrence.

PART 4. Authorized Contingency Recurring Reports

1. Three reports are recurring and due daily to the AFRC CAT:
 - a. NAF SITREP
 - b. DP Mobilization and Volunteer Report
 - c. SF AFNOC Message

NOTE: See Classified Site for Times

1. Guidance for subparagraphs of SITREP from AFI 10-206.

NOTE: See Classified Web Site for guidance.

JAMES E. SHERRARD III, Lt General, USAF
Commander